The E-mail Information Screen

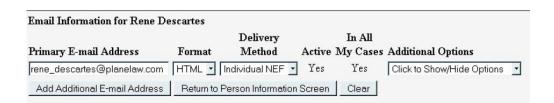
Please remember, attorneys should keep their personal information and e-mail addresses current using the "Maintain User Account" function. Counsel are responsible for all changes and should contact the Clerk's Office if they do not receive an NEF after filing a document. PLEASE CONTACT THE CLERK'S OFFICE IF YOU HAVE ANY QUESTIONS at 336-332-6003.

The E-mail Information screen continues to be the central location for maintaining and modifying all user-controllable settings for NEF e-mail transmission. This screen can be accessed via Maintain User Accounts or the new Maintain Your E-mail utility, depending on the user's access control permissions. Options on the screen are displayed based on selections made by the user. For example, if a user deactivates an e-mail address, all other options for that address will be suppressed.

Email Informatio	for Rene Descartes
Primary E-mail A	dress
l	Please enter a primary e-mail address. Options and additional addresses are not active without a primary e-mail address.
Return to Person	formation Screen Clear
	Email Information for Rene Descartes
	Primary E-mail Address
	Add Additional E-mail Address Return to Person Information Screen Clear

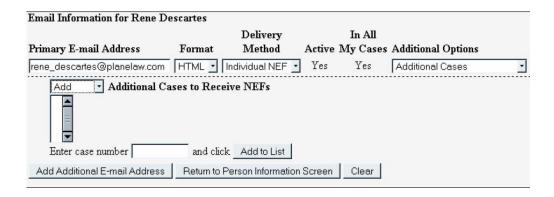
In either situation, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

Main Options for Primary E-Mail Address



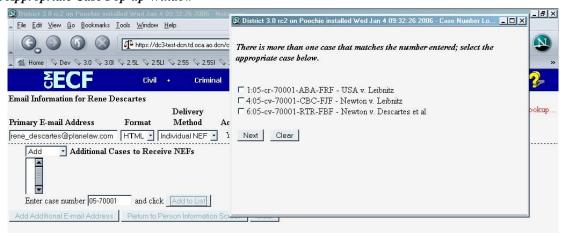
To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the Additional Options dropdown list. Then, the user can select **Add** from the Additional Cases to Receive NEFs dropdown list that appears.

Add Additional Cases to Receive NEFs



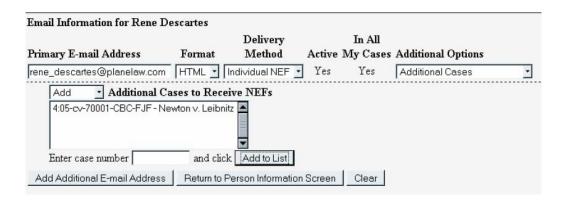
When the user enters a case number, if there is more than one case for the year and number entered, a popup window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the Enter case number field is not a valid case, a pop-up window appears stating such.

Select Appropriate Case Pop-up Window



Once the user selects the appropriate case number, the case is added to the Additional Cases to Receive NEFslist. The user can add as many cases to the list as desired.

Additional Cases to Receive NEFs

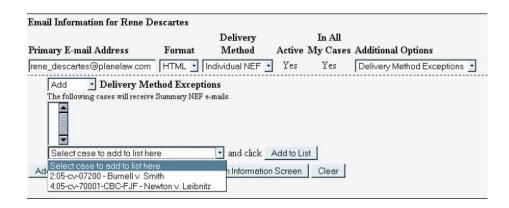


To remove a case from the list, the user must select **Remove** from the Additional Cases to Receive NEFs dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

DELIVERY METHODS

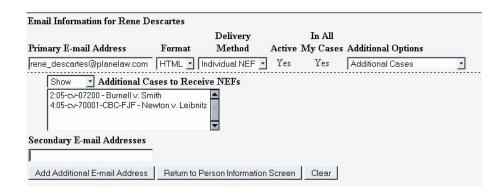
There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the Additional Options dropdown list. If the user then selects **Add** from the Delivery Method Exceptions dropdown list that appears, the user can select the case(s) to add for the other delivery method.

Delivery Method Exceptions Options



To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the Secondary E-mail Addresses field to appear.

Additional E-Mail Addresses Field



If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the Active checkbox is available only for additional e-mail addresses.

Additional E-Mail Address Options

Email Information for Rene D	escartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options	
rene_descartes@planelaw.com	HTML -	Individual NEF 💌	Yes	Yes	Additional Cases	•
2:05-cv-07200 - Burnell v. Sm 4:05-cv-70001-CBC-FJF - Ne		nitz				
Secondary E-mail Addresses rdescartes@planelaw.net	HTML •	Individual NEF	⊽	Г	Click to Show/Hide Option	ıs 🕶
Add Additional E-mail Address		Person Information	Screen	Clear		

Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.

Please remember, attorneys should keep their personal information and e-mail addresses current using the "Maintain User Account" function. Counsel are responsible for all changes and should contact the Clerk's Office if they do not receive an NEF after filing a document. PLEASE CONTACT THE CLERK'S OFFICE IF YOU HAVE ANY QUESTIONS at 336-332-6003.